

Passport Information



JANUARY 28, 2019

PROCESSING TIMES FOR PASSPORT APPLICANTS



- **Routine Applications** will be received by the applicant within 6-8 weeks.
- **Expedited Applications** will be received by the applicant within 3 weeks. The fee for expediting is \$60.00 made payable to US Dept of State.
- Be sure to include on your application the date of departure and your destination.
- Consider using Express mail envelopes when requesting expedited services. This will reduce mail time. Additional fees are required.

PASSPORT FEES

The United States Passport Agency announced fee changes that became effective January 28, 2019. The execution fee payable to the Ulster County Clerk is \$35.00. The fee for a Passport Book, Age 16 and over is \$110.00 and for under Age 16 \$80.00 made payable to the US Department of State.

TWO PARENT CONSENT— UNDER THE AGE OF 16

All children under the age of 16 must have **two-parent consent** when applying for a passport. The two parent consent law affects all applications for children from birth to 15 years of age. Please note for 16 and 17 year olds 1 parent must accompany the applicant for identification. This law became effective Feb. 1, 2008.

PASSPORT CARDS

The United States Passport Agency began issuing Passport Cards in the Spring of 2008. Individuals can have a valid passport book and a passport card if they wish or a passport card only.

The passport card allows entry at US land and sea ports when arriving from Canada, Mexico, the Caribbean and Bermuda.

The card may not be used for travel by air. It otherwise carries the same rights and privileges of the passport book.

The passport card has the same validity period as a passport book - 10 years for adults and 5 years for children ages 15 years and younger.

A side-by-side comparison of the passport card and the passport book is available within.

DEPARTURES WITHIN 14 DAYS

If you are traveling within two weeks you must make an appointment at a passport agency.

The automated system is available 24 hours/7 days a week.

1-877-487-2778

Have your Social Security number available when you call.

ADDRESS:

Connecticut Passport Agency,
850 Canal Street
Stamford, Connecticut 06902

Detailed Information with directions can be obtained from the Ulster County Clerk's Office.

PUBLIC HOURS:

Mon, Tues, Weds, Fri: 8:00 A.M. TO 3:00 P.M.

Thurs 10:00 A.M. TO 3:00 P.M.

PASSPORT PHOTOS

For the applicant's convenience the Ulster County Clerk's Office takes passport photos. You can obtain your photos and apply for your passport at the same time. The fee for obtaining passport photos is \$10.00.

WEBSITES AND ADDITIONAL INFORMATION

Frequently Asked Questions for individuals with pending passports: http://www.travel.state.gov/travel/cbpmc/cbpmc_3254.html

To check on the Status of a pending passport: http://travel.state.gov/passport/get/status/status_2567.html

Information on international entry requirements: http://travel.state.gov/travel/tips/brochures/brochures_1229.html#a

United States Passport Website: <http://travel.state.gov>

Ulster County Clerk's Website: ulstercountyny.gov/countyclerk

FOR ANY FURTHER INFORMATION PLEASE CONTACT THE ULSTER COUNTY CLERK'S OFFICE AT (845) 340-3288

ULSTER COUNTY CLERK'S OFFICE
244 FAIR STREET
KINGSTON, NY 12401
845-340-3288
FAX: 845-340-3299
ulstercountyny.gov/countyclerk

1. Fill out application legibly in **BLACK INK ONLY**. **PLEASE DO NOT SIGN**. You will sign before the Clerk.
2. Proof of US Citizenship - **ORIGINAL BIRTH CERTIFICATE OR A CERTIFIED BIRTH CERTIFICATE WITH A RAISED SEAL AND FILING DATE WITHIN ONE YEAR OF THE BIRTH -OR - PREVIOUSLY ISSUED US PASSPORT. A HOSPITAL BIRTH RECORD IS NOT ACCEPTABLE.**
3. Passport Photos- See reverse side for requirements. Passport Photo Services are available in the Ulster County Clerk's Office.
4. Proof of Identification - for applicants 16 years of age or older you must:
 - sign your own application at acceptance facility
 - bring your own ID **OR** bring at least 1 parent/legal guardian to identify you
5. Proof of Identification - for applicants age 16 through 17 years of age - applies on their own and signs his/her name on the application. Parent must appear and identify the child. Parent's identification is notated on the application and the parent must also sign his/her name. If the applicant has his/her own identification this will be notated on the application.
6. Proof of Identification - for children under 16 years of age - (see attached requirements).

FEE TYPE	New Passport Fee (Department of State)	New Execution Fee (Ulster County Clerk)	New Fee Total
Passport Book Age 16 and Over, DS-11	\$110	\$35	\$145
Passport Book Age 15 and Under, DS-11	\$80	\$35	\$115
Passport Book By Mail, DS-82	\$110	N/A	\$110
Passport Card Age 16 and Over, DS-11	\$30	\$35	\$65
Passport Card Age 15 and Under, DS-11	\$15	\$35	\$50
Passport Card By Mail, DS-82	\$30	N/A	\$30
Passport Book & Card Age 16 and Over, DS-11	\$140	\$35	\$175
Passport Book & Card Age 15 and Under, DS-11	\$95	\$35	\$130
Passport Book & Card By Mail, DS-82	\$140	N/A	\$140

FEES MUST BE KEPT SEPARATE - Clerk's fee can be paid in cash, check, or money order.
Passport Fee must be paid by check or money order.

EXPEDITED Service (Form DS -11 or DS-82)

Add \$60 Per Applicant for expedited services.

Customer must arrange for overnight delivery to ensure receipt within 2 weeks.

For overnight delivery, add an additional \$16.48 per Applicant payable to the Department of State.

*The rate of \$16.48 only applies to the fee charged by the DOS for the **return** of a passport using overnight delivery service.

If international departure in less than 2 weeks, or passport is needed for foreign visas,
application at a Regional Passport Agency may be advised. Appointment is required.

Visit travel.state.gov for more information

Passport Photo Requirements

- Frame subject with full face, front view, eyes open
- Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 $\frac{3}{8}$ inch (25 mm to 35 mm)
- Center head within frame (see Figure 2 below)
- Make sure eye level is between 1 $\frac{1}{8}$ inch and 1 $\frac{3}{8}$ inch (28 mm and 35 mm) from bottom of photo
- Make sure there is at least $\frac{1}{4}$ inch space between top of applicant's head and top edge of photograph
- Photograph subject against a plain white or off-white background
- Position subject and lighting so that there are no distracting shadows on the face or background
- Encourage subject to have a natural expression
- No glasses, scarves, hats, headphones, etc.

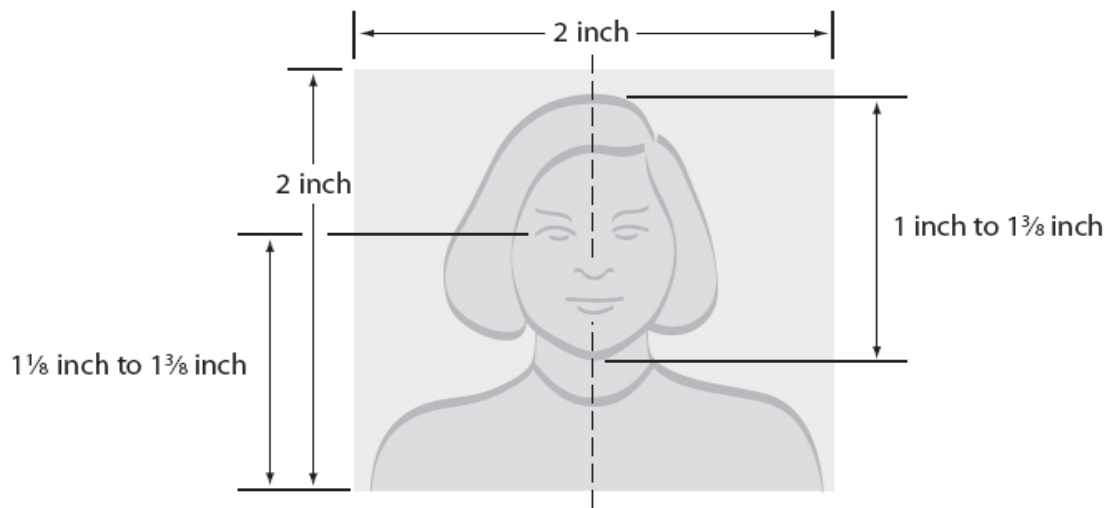


Figure 2. Head Position & Placement

- Produce 2 inch x 2 inch (51 mm x 51 mm) color photo.
- Print photo on thin photo paper or stock.
- Ensure the print is clear and has a continuous tone quality.
- Do not retouch or otherwise enhance or soften photo.

Visit travel.state.gov for more information on passport photos



U.S. Passport Applications For Children Under Age 16

Require Both Parents' Consent

As provided by the Code of Federal Regulations, Title 22, Section 51.28.

Important: All minors must appear in person when applying for a passport.

Both parents, or child's legal guardian, must:

1. Submit evidence of child's U.S. citizenship and
2. Submit evidence that they are the parents or guardian and
3. Present valid personal identification and
4. Submit a photocopy of the front and back of the identification shown and
5. Sign and take the oath before an authorized passport acceptance agent

If the second parent is not available to sign, the appearing parent must:

1. Complete the above and
2. Present evidence of
 - Sole legal custody of the child or
 - Notarized written consent of the other parent for the issuance of the passport along with a photocopy of the non-applying parent's identification or
 - Written statement explaining why non-applying parent's consent cannot be obtained

If no parent is available to sign, the third-party *in loco parentis* must:

1. Appear with a notarized written statement or affidavit from both parents or custodial parent(s), authorizing the third-party to apply for passport. When the statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent.

The law requires that all applications be signed under oath and penalty of perjury

The most efficient way to apply for a child under age 16 is to present the required documentation and

- For *both* parents to appear at the time of application, or
- If only one parent can apply, for the applying parent/guardian to present the additional documentation required at the time of application.

See reverse for examples of acceptable evidence

Incomplete submissions will delay passport issuance

The passport fees paid at the time of application are non-refundable processing fees

More online at travel.state.gov

or

By calling the National Passport Information Center toll-free at

1-877-487-2778 (TDD/TTY: 1-888-874-7793)

For Children Under Age 16: Documentation Required

Citizenship, Relationship, and Identification

1. Evidence of child's U.S. citizenship, one of the following:

Born in the U.S.

- Certified U.S. birth certificate
- Previous fully valid U.S. Passport

Born Outside the U.S.

- *Report of Birth Abroad* (Form FS-240)
- Previous fully valid U.S. passport
- *Certificate of Citizenship or Naturalization*
- *Certification of Birth Abroad* (Form DS-1350)
- Other evidence of U.S. Citizenship

2. Evidence of child's relationship to parents/guardian, one of the following:

Born in the U.S.

- Certified U.S. birth certificate including parent(s)' names
- Adoption decree including adopting parent(s)' names
- Court order establishing full custody
- Court order establishing guardianship and authority to apply for passport

Born Outside the U.S.

- Certified foreign birth certificate including parent(s)' names
- *Report of Birth Abroad* (Form FS-240)
- *Certification of Birth Abroad* (Form DS-1350) with parent(s)' names
- Adoption decree including adopting parent(s)' names
- Court order establishing custody
- Court order establishing guardianship and authority to apply for passport

3. Parental identification, such as one of the following:

- Valid driver's license
- Valid official U.S. military ID
- Valid government (Federal, State, local) employee ID
- Valid U.S. or foreign passport with recognizable photo
- *Certification of Naturalization* or *Certificate of Citizenship* with recognizable photo
- *Permanent Resident Alien Card*

Parental Permission

1. Both parents appear or
2. Applying parent submits second parent's notarized Form DS-3053, *Statement of Consent*, or other notarized written statement consenting to passport issuance for child, along with a photocopy of the non-appearing parent's identification or
3. Applying parent submits primary evidence of sole authority to apply, such as one of the following:
 - Child's certified U.S. or foreign birth certificate listing *only* applying parent
 - *Report of Birth Abroad* (Form FS-240) or *Certification of Birth Abroad* (DS-1350) listing only one parent
 - Court order granting sole custody (unless child's travel is restricted by that order)
 - Adoption decree (listing only the applying parent)
 - Court order specifically permitting applying parent's or guardian's travel with the child
 - Judicial declaration of incompetence of non-applying parent
 - Death certificate of non-applying parent or
4. Applying parent submits a written statement explaining why non-applying parent's consent cannot be obtained or
5. Third-party in loco parentis appears with notarized written statement or affidavit from both parents or custodial parent(s) authorizing the third-party to apply for passport. When the notarized statement or affidavit is from only one parent, the third-party must present evidence of sole custody of the authorizing parent

Children's Passport Issuance Alert Program (CPIAP)

Parents may also request that their minor (under age 18 for this program) child's name be entered in the U.S. Passport name-check system. The Children's Passport Issuance Alert Program provides:

- Notification to a parent if a passport application made on behalf of his/her minor child(ren), and
- Denial of passport issuance if appropriate court order(s) is on file with the CPIAP and the parent does not consent to the passport issuance.

For more information, visit travel.state.gov or contact the Office of Children's Issues by phone at 1-888-407-4747 or email at childrenspassports@state.gov.



TRAVEL DOCUMENTS FOR U.S. CITIZENS

Apply for one or both, it's your choice.

U.S. PASSPORT BOOK



Valid for international travel by air, sea, or land.

Validity:

- 10 years for adults
- 5 years for minors under age 16

Size:

5" x 3 1/2" (when closed)

Cost for First Time Applicants:

- \$145 for adults
- \$115 for minors under age 16

Cost for U.S. Passport Book Renewal:

- \$110 for adults

U.S. PASSPORT CARD



Valid when entering the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry. Not valid for international travel by air.

Validity:

- 10 years for adults
- 5 years for minors under age 16

Size:

Wallet size

Cost for First Time Applicants:

- \$65 for adults
- \$50 for minors under age 16

Cost for U.S. Passport Card Renewal:

- \$30 for adults

Cost for First Time Applicants When Applying For Both:

Adults: \$175

Minors: \$130

For additional passport information please visit our website, travel.state.gov.